

## INSTRUCTIONS FOR OBTAINING A MARRIAGE LICENSE

*Marriage licenses are issued **BY APPOINTMENT ONLY** by calling the Town Clerk's Office at (914 238-4772). Appointments times are Tuesday, Wednesday and Thursday between the hours of 10:00am-12:00 noon and 2:00-3:30pm.*

A marriage license must be obtained a minimum of 24 hours before the ceremony and once issued, is valid for 60 days, in which a ceremony is required to occur. Below are the steps required to apply for a marriage license:

- ❖ Both parties must be present to sign the oath and license
- ❖ Complete the application and send the required documents via email or fax (914-238-2537)
- ❖ **For your appointment, you are required to provide:**
  - **\$40.00 cash or check payable to Town Clerk's Office**
  - **Birth certificate (original or certified copy) showing parent's names**
  - **Photo identification such as a driver's license or passport**
  - **Social Security number**
  - **If a previous marriage ended in divorce, certified divorce papers must be presented. Certified divorce papers will have a raised or red/blue seal. Only papers with this seal will be accepted.**

### Middle Name/Surname Options

Every person has the right to adopt any name by which he or she wishes to be known simply by using that name consistently and without intent to defraud. **A person's last name (surname) does not automatically change upon marriage, and neither party to the marriage is required to change his or her last name. Both spouses need not take the same last name.**

One or both parties to a marriage may elect to change the middle name and surname by which he or she wishes to be known after the marriage by entering the new name in the appropriate space provided on the marriage license. The new name must consist of one of the following options:

- ❖ The surname of the other spouse;
- ❖ Any former surname of either spouse;
- ❖ A name combining into a single surname all or a segment of the premarriage surname or any former surname of each spouse;
- ❖ A combination name separated by a hyphen provided that each part of such combination surname is the premarriage surname, or any former surname, of each of the spouses.

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The use of this option will provide a record of your change of name. The marriage certificate, containing the new name, if any, is proof that the use of the new name, or the retention of the former name, is lawful. The local Social Security Administration office should be contacted so that its records and your social security identification card reflect the name change. The cardholder must file a change notice (Form SS-5) with the local Social Security Office. Social Security Administration, 297 Knollwood Road, White Plains, NY. The phone number is 800-772-1213. Along with the form, you will need to provide that office with your marriage certificate and your old Social Security Card.

### **Rubella Information**

Rubella is a common childhood disease that is not serious to children who contract it but can be grave to unborn babies if transmitted to pregnant women during the first four months. Immunization to Rubella is achieved by having a vaccination or by having already had the disease. You can get a blood test to determine whether or not you are immune.

**No premarital examination or blood test is required to obtain a marriage license in New York State.**

### **Marriage Officers**

Town residents may choose to have one of our Marriage Officers perform the Marriage Ceremony, in which you may request upon completion of your Marriage License application.

Marriage Officers: Christina Papes, Town Clerk (914) 238 – 7269

Lauren M. Cascone, Deputy Town Clerk (914) 238 – 7272

### **Justices of the Peace**

Those who would prefer the Town Justices perform the marriage ceremony, please make arrangements for the ceremony through the Court Clerk at (914) 238-4726.

Justices: Douglas Kraus

Noah Sorkin